



Camp Friendship Camping Company
Summer Day Camp
Parent Handbook
2020



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Welcome to Day Camp!

Thank you for choosing Camp Friendship Camping Company's Summer Day Camp for your child. Gahanna Parks & Recreation believes that camp provides a unique opportunity for children to grow and develop, interact with peers and adults, and foster resilience.

How?

We become resilient by being in situations that push us out of our comfort zones. That's what camp does for youth, every day. It presents them with a whole new set of challenges, some of which are easily accomplished, others which take persistence, grit and gaining new skills. This is a responsibility that we do not take lightly, and we are grateful for the opportunity to share in this growth with you and your child.

Please review the following pages of the Parent Handbook for important details about camp operations and answers to many common questions.

On behalf of the entire Camp Friendship Camping Company (CFCC) staff and the Gahanna Recreation staff, thank you for entrusting us with your child. We take pride in providing high quality experiences for you and your campers and look forward to another amazing winter break. At any time, if you have any questions or concerns, please feel free to contact me directly.

Sarah K. Mill
Recreation Supervisor
City of Gahanna
Department of Parks & Recreation
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	Camp Hannah	Camp Friendship	Nature Bugs	CORE
Location	Hannah Park 6547 Clark State Rd.	Friendship Park 150 Oklahoma Ave.		<i>Drop-Off:</i> Gahanna Golf Course 220 Olde Ridenour Rd. <i>Pick-Up:</i> Friendship Park 150 Oklahoma Ave.
Important Phone Numbers	On-Site Cell Phones: #1: 614-907-6154 #2: 614-735-8688	On-Site Cell Phones: #1: 614-907-0394 #2: 614-452-2946	To Be Announced	
	Camp Director Cell: 614-907-3798 City Hall: 614-342-4250 (Mon - Fri 8am – 9pm) Gahanna Swimming Pool: 614-342-4272			
Hours of Operation	9am – 3pm (Early Care: 7 – 9am; After Care: 3 – 6pm) Mon – Fri		9 – 11:30am Tue – Thu	7:30am – 5:30pm Mon – Thu Friday option
Field Trips	Wed or Thu	Fri	None	Varies
Pool Day	Tue	Wed	None	Varies
Fee	RDR: \$190/week; NR: \$210/week 1-day camps – RDR: \$50/day; NR: \$60/day		RDR: \$60/week; NR: \$70/week	RDR: \$235/week; NR: \$250/week
	Administrative Fee: \$30/family/year			
Camper Ages	5 – 12 years		4 – 6 years	12 – 14 years

PHILOSOPHY & PURPOSE

CFCC Core Belief

Our belief is that camp is the perfect outlet for kids to be kids, while simultaneously developing the resiliency necessary to successfully navigate the world around them. Not only do we provide the opportunity and support for children to grow and develop as individuals, we create lifelong memories, lasting relationships, and foster a competent and confident citizenry.

CFCC Mission

The mission of Camp Friendship Camping Company is to provide camp programs to Gahanna community youth so they can experience growth, character development, and community connection in a convenient, local setting.

CFCC Values

Camp Friendship Camping Company: where GROWTH happens

CFCC programs follow specific camp values that help outline specific rules and expected behaviors for campers. These values follow the acronym GROWTH.

- G: Give it your all
- R: Remember to be safe
- O: Own your experience
- W: Welcome new friends
- T: Treat others with respect
- H: Have fun

Positive Behavior Intervention and Supports – How We Achieve our Values

Positive Behavior Intervention and Supports (PBIS) is a practice used in schools across the country, and CFCC uses this framework for its camp programs as well. It emphasizes a camp-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate camper behaviors to create a positive camp environment. Instead of using a piecemeal approach of individual behavior plans, PBIS provides a continuum of positive behavior support for all campers within CFCC and is implemented in all areas of camp, such as field trips, all-camp activities, character education, and sports and games.

CFCC Staff use PBIS by implementing GROWTH as values for campers to adhere to, putting rules in a positive way and showing what behavior is expected and not just what behaviors are wrong. In addition to GROWTH, CFCC Staff use PBIS when talking to campers, using positive language to direct expected behavior, focusing on what behavior is to be modeled instead of focusing on the negative behavior taking place. For example, a staff member would say “Remember to walk please” instead of “Don’t run.”

CFCC Goals & Outcomes

1. Provide a structured and supportive environment for campers and staff alike.

Campers should feel safe at all times. A physically and emotionally supportive environment sets the stage for social learning and resilience, creating the opportunity for campers to overcome challenges, solve problems, and make mistakes without fear of judgment.

2. Promote campers' physical, social, and cognitive competence.

Campers are encouraged to ask for assistance, but also to work with peers and counselors to devise solutions to their problems; they will be challenged to resolve conflict with peers in a developmentally and socially appropriate manner. Counselors model clean communication by using positive, specific, and supportable words to communicate rules, analyze situations, and describe themselves and others.

3. Encourage a healthy lifestyle, an appreciation of nature, creativity and expression.

- Camp Hannah – Traditional promotes health and wellness through weekly sports & games, outdoor education, and arts & crafts programming. Through voluntary participation in one of our enrichment teams, campers learn to make informed, healthy decisions, explore responsible environmental behaviors, and practice competent and confident citizenry.
- Camp Friendship – Adventure provides campers with specialized activities based around the weekly theme that encourage a healthy lifestyle, an appreciation of nature, and creativity and expression. All-camp programs and activities that are scheduled around the specialized activities also encourage these healthy lifestyle choices.

Positive Youth Development – How We Achieve our Goals

The CFCC approach draws heavily from Positive Youth Development (PYD) philosophy. In a broad sense, youth development refers to the stages that youth go through to acquire the attitudes, competencies, values, and social skills they need to become successful adults. Youth move through each developmental stage, they acquire a set of personal assets, or supports, that help them face the challenges ahead and become resilient. More specifically, PYD strategies focus on giving youth the chance to form relationships with caring adults, build skills, exercise leadership, and help their communities.

PYD focuses on encouraging and nurturing these critical assets, rather than reducing particular risks or preventing specific problems. In other words, can we guarantee that your child will never fall down during an all-camp activity, make a bad decision, or experience minor conflict with another camper? **No.** But, we can assure you that our counselors will assist your child in a developmentally appropriate way to stand up and try again, understand and learn from his/her mistakes, or resolve the conflict at hand.

Friendship and Conflicts

It is wonderful to see children seek out friends each day, but it is also natural for some personalities to clash while spending five days a week together. CFCC Staff are trained to assist your child in working through his/her conflicts in a way that introduces and reinforces positive conflict resolution skills.

Your child will probably share both the positive and the negative events of the day with you in the evening. Conflicts at camp usually last less than five minutes, but can leave a lasting impression. Your child may want to revisit upsetting events from the day, needing parents to listen to what happened. It

can be difficult to hear your child was upset, but please remember that conflicts are where children learn to deal with adversity and cope with disappointment - two crucial, lifelong skills.

GENERAL CAMP INFORMATION & DETAILS

Camper Registration

Registration for camp sessions may be completed in several ways:

- Online (WebTrac activity portal through City's website at www.gahanna.gov)
- In person at the Department of Parks & Recreation desk, Gahanna City Hall, 200 S. Hamilton Rd. (M – F, 8am – 5pm)
- Over the phone at 614-342-4250

The full list of camp sessions and activity codes are available on the City's website in mid-February. They will also be printed in the Camp Guide and/or *Current Programs & Activities Guide*.

- **Camp Registration Day**

Camp Registration Day is the annual in-person early registration option for Gahanna summer day camp programs that is typically held on the last Saturday in February. More information about Registration Day is available on the City's website in February.

- **Residency Status**

The resident rate for recreation programs applies to families living within the city limits of Gahanna. You must pay a water bill to the City of Gahanna to qualify for the resident rate. Participants who are within the Gahanna Jefferson Public Schools district but who live outside of the city limits of Gahanna will pay the non-residency rate.

The resident rate is also available to participants who have a parent/guardian who works within the city limits of Gahanna. Additional verification of employment may be required. Please call Parks & Recreation at 614-342-4250 for assistance in verifying the resident rate.

Camper Age Requirements

Refer to the table on page 4 for the age range of each CFCC program. Campers must be the minimum age on or before their first day of camp and may remain in the program until they exceed the maximum age.

While camp is open for children as young as four years, some children are not yet ready for camp. Please make sure your camper is ready for camp by asking yourself the following:

- *Can my child attend to his or her own personal needs such as changing clothes, toileting and eating? Camp staff cannot assist children with these personal needs.*
- *Will my child generally follow simple directions and rules in a structured setting? Most rules are set for the safety of all campers, and children must generally be able to follow these rules in order to stay safe.*
- *Is my child 100% potty trained? Campers who experience repeat accidents may be removed from camp with no refund issued.*

Camper Group Structure (*Camp Friendship/Camp Hannah*)

Campers are organized into “color groups” based on their date of birth. Each week, campers will be assigned to a color group with campers of approximately the same age. Because the roster of children varies from week to week, it is possible that campers may not fall into the same color group each week.

Individual group size depends on the overall enrollment for the week. Groups with campers ages 5-10 typically have one supervising adult for every 6 campers; groups with campers ages 11-12 typically have one supervising adult for every 8-10 campers. Camper: counselor ratios are subject to the unique enrollment and staffing of each site; however, we strive to maintain appropriate ratios of staff to campers, at all times.

Camp Hours

Refer to the table on page 4 for the hours of each program. Traditional programmed camp hours are 9:00 AM to 3:00 PM (excluding Nature Bugs). Structured activities, field trips, pool days and other enrichment activities will take place during these hours, unless specifically noted in the weekly newsletter.

Early-care takes place from 7:00 AM to 9:00 AM (Friendship/Hannah) and 7:30 AM to 9:00 AM (CORE). After-care takes place from 3:00 PM to 6:00 PM (Friendship/Hannah) and 3:00 PM – 5:30 PM (CORE). Pre and after-care are provided at no additional cost. During these hours, children will have free choice of stations including the playground, gaga ball pit, shelter, courts and fields (which stations are open depends on # of staff and children present and interest of the campers).

How to Contact Camp

The on-site cell phones specific to the program should be utilized for most calls, including absence reporting or reaching the Camp Manager or a camper, directly. Those numbers are listed in the table on page 4.

Supervisory Staff can be reached by contacting the Department of Parks & Recreation front desk at 614-342-4250 or the Camp Director cell phone at 614-907-3798 from 8am – 5pm, M-F.

Sample Daily Schedule (*Camp Friendship/Camp Hannah*)

7:00 – 9:00 AM	Optional Early Care
	Check-in, independent or small group games, playground time, etc.
9:00 – 9:30 AM	Camp day begins!
	Morning welcome & review camp rules/schedule
	Sunscreen application, snack (packed from home)
9:30 – 10:00 AM	Color group games
10:00 – 11:30 AM	Group crafts, games, themed lessons (or enrichment visit or depart for field trip/pool)
11:30 AM - Noon	Lunch (packed from home) & free time (if on-site)
12:30 – 2:45 PM	Group crafts, games, themed lessons (or enrichment visit/field trip continues)
2:45 – 3:00 PM	Return from field trip (if applicable)
	Sunscreen application, snack (provided)
3:00 – 6:00 PM	Optional After Care

Activities at Camp

The following list includes activities that commonly occur at camp throughout the summer. Activities may take place daily, weekly, or periodically.

Active Play: basketball, dodgeball, hula hooping, jump rope, jumping, kickball, running games, running races, scooter games, skipping, soccer, softball, swimming, Frisbee, walking.

Arts & Crafts: cutting with scissors, drawing, fuse beads, painting, paper Mache, paper making, textiles, tie-dye, use of glitter/sequins/feathers, use of glue/adhesives, use of various tapes.

Field Trip Activities: vary by session and camp site but may include athletic games, local attractions, mini golf, museums, swimming, petting zoos, walking, zoos.

Outdoors/Nature/Science: animal identification, basic physics, basic survival skills, chemical reactions, fishing, gardening, hiking, insect identification, plant identification, scat identification, scavenger hunts, shelter building, solar ovens.

Character Education: teamwork education, community service opportunities, skits, conflict resolution scenarios.

Miscellaneous: carnival style games, guest speakers, plays/skits, reading, singing, talent show, water play (sprinklers/hoses/baby pools/etc.)

Where to Drop-Off and Pick-Up

Camp Friendship – Adventure:

- Drop camper(s) off and pick them up at Friendship Park (Shelter), 150 Oklahoma Ave.
- On Wednesdays (Pool Days) campers will need to be PICKED UP from the Gahanna Swimming Pool, 148 Parkland Dr. ***Transportation will NOT be provided back to Friendship Park on Wednesdays***

Camp Hannah – Traditional:

- Drop camper(s) off and pick them up at Hannah Park (Shelter), 6547 Clark State Rd.
- On Tuesdays (Pool Days) campers will need to be PICKED UP from the Gahanna Swimming Pool, 148 Parkland Dr. ***Transportation will NOT be provided back to Hannah Park on Tuesdays***

NOTE: Please refer to the weekly parent newsletter for any changes to the typical schedule.

CORE:

- Drop camper(s) off at the Gahanna Golf Course Clubhouse, 220 Olde Ridenour Rd.
- Pick camper(s) up at the Friendship Park (Gazebo), 150 Oklahoma Ave.
- Friday drop-off/pick-up TBD, varies by elective volunteer & play opportunity

Nature Bugs:

- Drop camper(s) off and pick them up at Friendship Park (Gazebo), 150 Oklahoma Ave.

Daily Sign-in/Sign-out Procedures

Campers **MUST** be signed-in to camp every morning, and signed-out every evening by a person listed on the Health History Form as a parent, guardian, second parent, second guardian, emergency contact or additional authorized person, ***ABSOLUTELY NO EXCEPTIONS!*** ALL authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from CFCC programs. *You **MUST** show appropriate photo identification EVERY time you remove your child from camp, even if the counselors know you by name.*

Early Drop-Off/Late Pick-Up

Campers may not be dropped off early (before AM care begins) or picked up late (after PM care ends). It is your responsibility to make every effort to pick up your camper(s) before closing time. Early drop-offs and late pick-ups are subject to additional fees.

Fee Structure

A flat fee of \$10.00 will be assessed to those individuals dropping off before 7:00 AM (FR/HA); 7:30 AM (CORE); 9:00 AM (Nature Bugs) or picking up after 6:05 PM (FR/HA); 5:35 PM (CORE); 11:35 AM (Nature Bugs). In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed. For example, a Camp Friendship camper dropped off at 6:45 AM will be assessed the flat \$10.00 plus an additional \$15.00 for the 15 minutes before 7:00 AM (bringing the total to \$25.00). Likewise, a camper picked up at 6:15 PM will be assessed the flat \$10.00 plus an additional \$10.00 for the 10 minutes between 6:05-6:15 PM, bringing the total to \$20.00.

Payment of Fees

Payment of all fees is expected at the time of drop-off or pick-up. Camp staff will provide a written receipt for all fees paid. Campers will not be permitted to attend camp until ALL fees are paid.

Planned Absences/Sick Days

If your camper(s) will be missing camp for any reason (illness, vacation, appointments, etc.), please notify Camp and the Department of Parks and Recreation.

Camp Staff will attempt to call parents/guardians of unexcused campers to make sure they are not planning on attending camp for that day.

What to Bring to Camp

- **LUNCH:** Please send a healthy, substantial lunch with your camper that **DOES NOT REQUIRE REFRIGERATION**. Campers will store their lunches in assigned bins that remain outdoors at the shelter house.
- **SNACK:** Please send a light snack with your camper if you would like him/her to have a morning snack to help hold until lunch. Camp will provide an afternoon snack.
- **CLOSED-TOE ATHLETIC SHOES:** Please send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best, because they are already broken in and will get very dirty. Sandals, flip flops, and crocs make everyday activities very difficult and put your camper at a greater risk to trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc. are appropriate

for pool days BUT please pack them in your camper's bag and send your camper in closed-toe athletic shoes because we have active play in the morning.)

For campers who come to camp without the proper footwear, staff will make the appropriate phone calls home, and campers will be asked to sit out from activities until proper footwear is acquired.

- **WATER BOTTLE:** Please send a refillable water bottle with your camper. It is important to keep your camper hydrated, and water does the best job. Drinks with high sugar and/or caffeine content do not hydrate your camper as well as water.
- **SWIMSUIT/TOWEL:** Please send a swimsuit and towel with your camper on Tuesdays or Wednesdays for the appropriate pool day.
- **CHANGE OF CLOTHES:** We make every effort to notify parents if we plan on campers getting wet - creeking, water games, etc., but sometimes the fun is spontaneous and accidents do happen. Please pack a change of clothes every day so that your camper will be comfortable no matter what the camp day brings.
- **BACKPACK:** To hold everything!
- ***Please label EVERYTHING that comes to camp with your campers first and last name!***

What NOT to Bring to Camp!

Campers are NOT to bring any personal belongings or money to camp, including but not limited to the following:

- Personal Sports Equipment
- Animals
- Electronic Devices (hand held video games, iPods, e-readers, etc.)
- Cell phones
- Money
- Trading Cards, Collectibles, & Toys
- Alcohol and/or Drugs
- Weapons

CFCC maintains a no tolerance policy for possession of alcohol, drugs, or weapons. Proper authorities will be called, and disciplinary action will be taken.

If your child brings personal belongings or money to CFCC, the City of Gahanna Department of Parks & Recreation is not responsible for any damaged or lost items.

OFF-SITE TRIPS (*Camp Hannah, Camp Friendship, CORE*)

Transportation of Campers

Children are transported to off-site field trips and Camp Hannah campers are transported to the Gahanna Swimming Pool using Gahanna Jefferson Public Schools drivers and school buses. CORE campers are transported by trained and authorized staff in City-owned 15 passenger van or minivan.

Campers are never transported in personal vehicles except in the event of an emergency.

Camp T-shirts

One t-shirt is provided to each camper registered for CFCC. This t-shirt **MUST** be worn on your camper's field trip day (Camp Hannah/Camp Friendship). Additional t-shirts can be purchased for \$10.00 each from Camp Staff. Campers that are not dressed in their t-shirt on field trip days will be required to purchase an additional shirt in order to attend the field trip. *For the health and safety of all participants, t-shirts cannot be worn, washed and returned.* CORE and Nature Bugs will receive t-shirts and are free to wear them at any time during the camp week.

Field Trips

Camp Friendship – Adventure:

- Field trips are held on Fridays. *Occasionally, the field trip may be held on a different day of the week; this change will be communicated to parents via email and the weekly newsletter.*

Camp Hannah – Discovery:

- Field trips are held on Wednesdays and Thursdays. Because of the large number of campers, half of the camp will go Wednesday and the other half will go Thursday, while the other half remains at camp to do structured activities.
- Field trip days are based on the campers' color group, which is determined by Monday of each week.

CORE:

- Field trip days vary by session and will be outlined in the parent newsletter sent out the week prior to the camp session. CORE campers may participate in structured field trips to local attractions as well as more casual visits to local parks and other points of interest.

Weekly camp newsletters will have full details on field trips including time of bus pick-up and return to camp, destination, etc.

Campers must wear their camp T-shirt to camp on field trip days (Camp Hannah/Camp Friendship). Campers will also wear brightly colored wristband (printed with the Parks & Recreation phone number) during field trips, so they can be easily identified by CFCC Staff. Please read the weekly camp newsletter for additional and specific information about field trips.

***Please do NOT send money with your camper.
They are NOT allowed to spend personal money on field trips.***

Pool Day

Camp Friendship – Adventure:

- Pool day is Wednesday.
- Campers will walk to the Gahanna Swimming Pool, 148 Parkland Dr.
- All campers will be dropped off at Friendship Park on Wednesday Pool days and PICKED UP from the Gahanna Swimming Pool

Camp Hannah – Discovery:

- Pool day is Tuesday.
- Campers will be transported to the Gahanna Swimming Pool, 148 Parkland Dr. via bus.
- All campers will be dropped off at Hannah Park on Tuesday Pool days and PICKED UP from the Gahanna Swimming Pool

CORE:

- Periodic swim days will be announced in the Parent Newsletter.

Swim Tests

All campers are permitted in the shallow end of the front pool. If campers would like to enter the back pool, use either set of diving boards, or the water slide, they must pass a swim test administered by a lifeguard. There are two swim test levels: one for the diving boards and slide and one for the deeper pool areas.

- Campers only need to take and pass the swim test once the whole summer, but must pass it each year.
- If a camper does not pass the swim test, they may re-take the test the following week they are at camp, for as many weeks as they want until they pass.
- Those campers who do not pass the swim test (or choose not to take it) must remain in the shallow end of the front pool.
- Campers who pass the swim test will be required to wear either a yellow or bright green wristband each week in order to be easily identified by camp and pool staff as having passed the test.
- A log of campers who have taken and passed or failed the swim test will be kept with Camp Staff and updated each week.
- Camp Staff will also communicate and check with Pool Staff for those campers who may have passed the swim test at the pool already.
- ALL CFCC campers will be required to wear a bright wristband, at all times, that corresponds with their swim test so that campers will be easily identified by camp and pool staff.
 - Campers are not permitted in the south end of front pool (baby pool)
 - Red: North end of front pool ONLY
 - Yellow: Front pool (North end + diving well), water slide and diving well of back pool
 - Green: Everywhere except south end of front pool

***Please do NOT send money with your camper.
They are NOT allowed to spend personal money at the pool.***

CFCC CAMP STAFF

Staff

CFCC is an environment in which all Camp Staff:

- Interact with families in a comfortable, respectful, welcoming way
- Treat participants with respect and listen to what they say
- Treat co-workers with respect and value their perspective
- Teach participants to interact with one another in positive ways
- Teach participants to make responsible choices and encourage positive outcomes
- Are sensitive to the culture and language of participants
- Strive to establish meaningful community collaborations
- Are energetic, positive, and have fun!

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All staff camp staff must meet the following requirements:

- At least 17 years of age (counselors) or 18 years of age (leadership staff)
- Successful interview with the Camp Director
- Two positive reference checks and verification of previous work history
- Negative drug screen
- No record in the National Sex Offender Public Database
- No more than 6 points on driver license
- No criminal record on BCI fingerprint background check or FBI background check if lived out of state in past five years
- Year-round camp staff who are continually employed by the City receive a BCI fingerprint background check and driver's license check annually
- Has signed a copy of our Staff Code of Conduct

Supervision Policies

CFCC follows strict guidelines for camper supervision, in accordance with our American Camp Association accreditation. The following standards apply:

- A buddy system applies for campers at any time they are away from their group; for restroom breaks, a camper must ask permission and take a buddy, who will wait outside of the restroom
- Campers must request permission when moving from one free time activity to another (e.g. walking from the playground to the shelter) and supervising staff will be notified by radio.
- There should always be two staff members with a group of camp participants, unless they are in an area near other groups and have easy accessibility to get help in the event of an emergency. Camp staff may never be one-on-one with camp participants when not in sight of others. The following are the only exceptions:
 - At the pool, camp staff are responsible for monitoring camp participants in their designated area and should request help if their area becomes overcrowded.
 - During early/after care hours, camp staff are responsible for monitoring the children in their assigned area and should request help if their area becomes overcrowded.

Staff Roles

All camp staff are employees of the City of Gahanna.

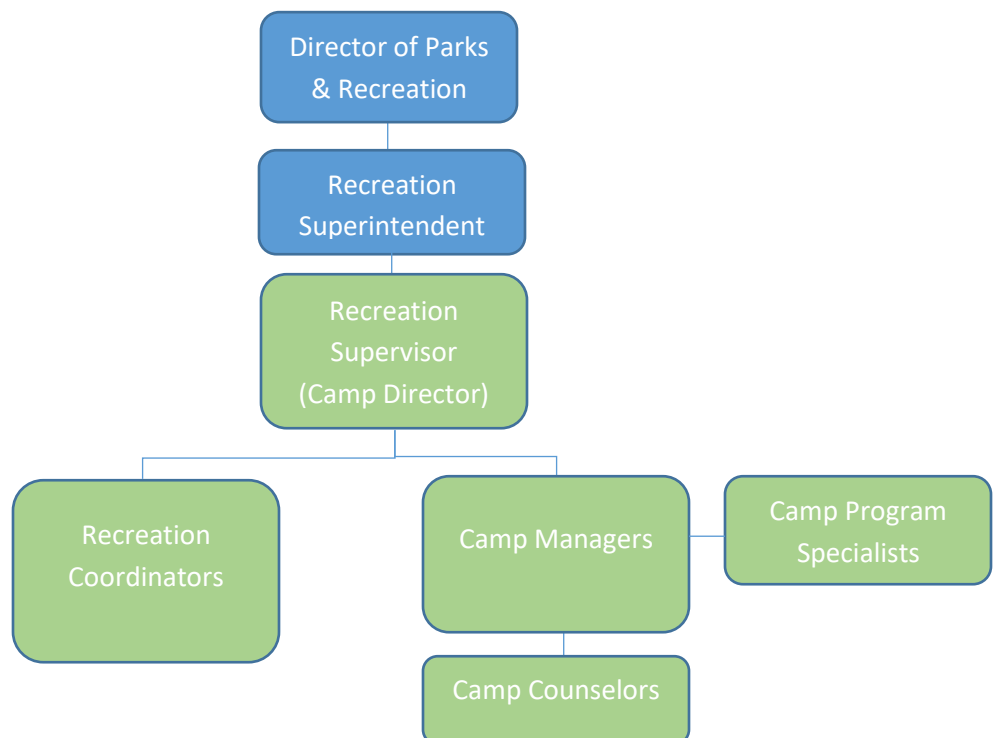
The CFCC camp program is supervised by a full-time **Recreation Supervisor** with the assistance of a year-round **Recreation Coordinator II** and a **Recreation Coordinator I**.

Each camp site/program is directly supervised by two seasonal **Camp Managers** with the support of a seasonal **Recreation Coordinator**. Except under unusual circumstances, at least one manager and/or coordinator is present at all times during camp hours. Managers oversee camper check-in/out, communicate with parents in-person, assist with the daily camp schedule, etc.

Camp Program Specialists support both camp programs in the areas of Outdoor Education, Arts & Creativity, Sports & Games and older camper enrichment/Character Education.

Counselors supervise individual groups of campers throughout the camp day including seeing to their basic needs, facilitating group activities and games, and managing camper behavior.

Department of Parks & Recreation/Day Camp Staff Structure



PARENT COMMUNICATION

Parent Access and Participation

Parents/guardians of children enrolled in camp have unlimited access to the program during operational hours for the purpose of contacting the child and/or evaluating the premises or the care provided. Upon entering the park, the parent must sign-in as a visitor and notify Camp Staff of his/her presence. Parents may contact City Hall/Camp Director at (614) 342-4250 to discuss any concerns regarding the camp program. Your input for improvements to our program is encouraged and greatly appreciated!

Parent Communication

Camp Staff will notify parents/guardians of camper illness or injury via a phone call or written documentation in the ABC-N Log or an Incident Report. For major or severe illness and injury, Camp Staff will call the camper's parent/guardians as soon as possible, to inform them of the situation and any additional care or treatment needed.

ABC-N Log

The ABC-N log is our parent/guardian notification system that allows for Camp Staff to effectively communicate events that occur throughout the day. **A**ccidents, **B**ehaviors, **C**ompliments, and **N**otes are logged throughout the day by counselors, and must be read and initialed during sign-out by parents/guardians. We try to communicate more than just negative incidents or behavior issues – our counselors are wonderful at recognizing camper achievements, and strive to communicate those just as frequently!

CFCC BEHAVIOR MANAGEMENT POLICY

Behavior Management

Our staff, while discouraging inappropriate behaviors, focuses on providing positive reinforcement for acceptable behavior, and encourages learning as a natural part of growth and development. We want each camper to have a positive experience at camp, and to experience as much of the camp session as possible.

Accordingly, the following actions will be taken when addressing behavior that is unacceptable in a camp environment:

1. **Reminder.** "Please ask before..."
2. **Verbal Warning.** Counselors will be sure the camper understands why they are receiving a warning. Parents may be notified via ABC-N log.
3. **Timeout within their group/activity.** Timeout length is equal to the camper's age (a five year old will sit in timeout for five minutes). Parents are notified via ABC-N log.
4. **Timeout with the Assistant Camp Manager or the Camp Manager.** Incident is documented and parents are notified via phone.
5. **Camper is sent home for the remainder of the day.** Parents will be notified and required to pick up their child immediately.

6. **Camper is sent home for the remainder of the week.** If a camper returns to camp, and the problem persists, they will be sent home for the rest of the week with no refund.

*If a child is sent home for the week **twice** during the camp season they will be removed from camp for the remainder of the season with **no refund**.*

CFCC Staff have the right and authority to bypass or escalate any of the above steps, depending on the severity and/or nature of the incident/behavior/offense. Therefore, some offenses, including but not limited to the following, may result in **immediate dismissal from camp for the remainder of the day**.

- Putting hands and/or feet on others in a sincere, hurtful manner (i.e. hitting, kicking, biting, punching)
- Spitting on another
- Throwing items directly at another person
- Leaving the grounds
- Nudity or urinating in public
- Aggressive, foul, or inappropriate and threatening language

In addition, the following offenses may result in **immediate expulsion from camp for the remainder of the summer with no refund**.

- Physical Violence
- Possession of Alcohol, Drugs, or Weapons
- Physical, Verbal, and Cyber Bullying (including taunting, threats, blackmail, etc.)
- Leaving the Grounds
- Nudity
- Any Other Criminal Acts

Fighting

Campers are **always** sent home for **at least** the remainder of the day after participating in a fight. It does not matter who started the fight, or who is to “blame,” all participants must go home - a fight will not start with only one participant. A camper may be removed from camp for the remainder of the week at the discretion of the Camp Director.

Camper Dismissal

If your camper is sent home for the remainder of the day, it is your responsibility to make every possible effort to pick your child up immediately. Campers are removed for their safety and/or the safety of others, and therefore it is imperative to have parent/guardian cooperation. If you or another parent/guardian is unavailable to pick up your camper, any person on your camper’s Authorized Pick-up List is able to pick up the camper. If an additional person, not previously listed, is to pick up your camper, please notify CFCC Staff immediately so that staff are aware that parent/guardian permission has been granted, in this circumstance, to allow an additional person to pick up.

If you or another designated person is unable to come pick up your camper for camp dismissal, your camper may be escorted to City Hall by Parks and Recreation Staff, in order to help camp remain a safe environment for all. If your delay in picking up your camper results in the use of additional staff support and resources used, additional charges may apply to cover the extra costs. Additional details and information are listed in the Parent Code of Conduct.

Bullying

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, social media, and other less direct methods.

At CFCC programs bullying is inexcusable, and we have a firm policy against all types of bullying.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their coworkers and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. We need you and your children's help! The first step to ending bullying is to tell someone -we cannot address the issue until we are aware of it. If your child is the target of bullying **or** they witness another child being bullied, *please encourage them to tell a counselor as quickly as possible!* Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

Help Your Child Understand What Bullying Is . . . and Isn't

Here's one way our community explains the different tiers of hurtful behavior:

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.
- When someone says or does something intentionally hurtful and they keep doing it—even when you tell them to stop or show them that you're upset—that's **BULLYING**.

ENVIRONMENTAL HAZARDS & EMERGENCIES

Inclement Weather

CFCC has specific inclement weather procedures for a multitude of circumstances that are revisited by Camp Staff, police, and fire on an annual basis.

In case of severe weather, campers at **Friendship Park** will be sheltered at the City of Gahanna's Parks Complex (located across the parking lot from Friendship Park). The shelter house at **Hannah Park** is enclosed and is safe to protect campers from severe weather, therefore campers at Hannah Park will gather in the shelter house. While at the **Gahanna Swimming Pool**, Pool Staff will determine the safety of pool conditions, and campers will be sheltered inside the pool buildings if necessary. In the event of rain, campers may continue with scheduled activities or similar activities under the Friendship Park, Hannah Park, or Gahanna Swimming Pool shelters.

Excessive Heat Policy

Camps take place outside with no access to air conditioning (CORE has access to the Golf Course Clubhouse during camp days). When code red alerts and high temperature warnings are issued, program activities may be modified. Scheduled events may be substituted with alternative activities such as less active games, water play, and activities taking place under the shelter. Counselors are trained to recognize the signs and symptoms of heat-related illness and are provided with guidelines to prevent heat illness. Our guidelines are based on the heat index, a calculation that combines air temperature and relative humidity to more accurately describe what the temperature "feels like."

Emergency Procedures

All CFCC Staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

- Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
- Provide basic care consistent with training level.
- Take care of the most important conditions first--maintain open airway, control severe bleeding, and prevent shock.
- Redirect and engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).

HEALTH & WELLNESS

Health & Wellness

All regularly scheduled CFCC Staff must have a valid CPR/First Aid/AED certification to be employed by Gahanna Parks & Recreation as CFCC Staff. Camp staff are prepared to use basic first aid skills to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders please contact the Department of Parks & Recreation at (614)342-4250.

- Camp Staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply bandages when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on health history forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with Epi-pen, etc.).
- Camp Staff are expected to call either a camper's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- Camp Staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc.) at all times when dealing with ANY medical situation.
- Notes will then be recorded in the ABC-N log or an incident form will be completed after any treatment is provided.

Communicable Diseases

If a child becomes ill during the day or is suspected of having a communicable disease, he/she will be isolated and attended to by an adult until the parent or responsible person is contacted by telephone and arrives to take the child home. Children exhibiting the following symptoms or who develop these symptoms during camp hours will be sent home and will not be permitted to return until symptoms have not been present for 24 hours.

- Diarrhea
- Severe coughing (causing the child to turn red or blue or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pink eye
- A resting temperature of 99 degrees F taken by under the arm (Staff will not take the temperature, this is for a child exhibiting this symptom at home)
- Untreated infected patches or rashes on the skin
- Stiff neck
- Vomiting
- Evidence of lice, scabies or other parasitic infestation
- Sore throat or difficulty in swallowing

Any child exhibiting the above symptoms during camp hours will be isolated from the rest of the group (within sight of the leaders), provided with a seat, and carefully observed. The parent or guardian will be called immediately to pick up the child.

Medication

ALL medications (including over-the-counter or nonprescription drugs) to be administered at camp **MUST BE LISTED ON THE HEALTH HISTORY FORM AND SUBMITTED TO CAMP STAFF**. Parent/guardians are requested to bring enough medication to last the entire camp day. Medications **MUST** be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration – CFCC WILL NOT ACCEPT OR ADMINISTER any medications not in the original packaging/bottle.

Medications that meet the above guidelines will be administered in the following way:

- All medications received by CFCC Staff will be stored in a locked container (refrigeration available upon request) and administered according to the health history form and physician's instructions by the camper's assigned counselor(s) or another designated staff person.
- The CFCC staff member administering the medication will note the date/time that the medication was given on the Medication Administration Log.
- When at an off-site location, the camper's assigned counselor(s) will carry those medications in a small first-aid kit and administer those medications appropriately, including updating the Medication Administration Log upon returning to camp.
- Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that is not listed on the Health History Form, AND/OR does not meet the above guidelines, AND/OR is not submitted to CFCC Staff (camper keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and will **NOT** be administered to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and administer said medications. At this time the camper's Health History Form must be updated on ePACT or the camper will not be permitted to remain at CFCC.

Sunscreen

Due to the nature of camp activities and the time spent outdoors, it is the policy of CFCC that all campers apply sunscreen at regular intervals throughout the day. Sunscreen breaks occur at the beginning of the camp day, at lunch time, and at the end of the camp day. If your child will arrive for early care in advance of the 9:00am sunscreen break, it is strongly advised that they apply sunscreen prior to being dropped off at camp. On pool days, sunscreen is applied during every rest period (1x per hour).

Parents/guardians must specify on the camper health history form if sunscreen may be applied by the camper under the supervision of camp staff, or if camp staff is permitted to apply sunscreen. Sunscreen is applied to all exposed skin including face/neck/ears, arms and legs.

Sunscreen with an SPF of 30 is provided by CFCC. Please contact the Camp Director for more information about the sunscreen that is used. Should you wish to provide your own sunscreen, you are welcome to do so. Sunscreen brought to camp should be listed on the camper's health information form and clearly marked with the camper's full name on the bottle.

Child Abuse Reporting

Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

By state law, all agencies that provide youth's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to Franklin County Children's Services.

PROGRAM EVALUATION

Program Evaluation

The City of Gahanna is committed to continually improving the quality of our camp programs. Surveys relating to all aspects of CFCC programs (programming, administration, facilities, staff, etc.) are utilized to ensure that an accurate assessment of the program is performed on an annual basis. As a result of previous surveys, we have adjusted community involvement experiences and incorporated new and exciting field trips, as well as implemented more team building and intentional color group activities. Additionally, the Department of Parks & Recreation welcomes your feedback at any time. Please contact the Camp Director with any questions, concerns or suggestions.

CFCC PARENT CODE OF CONDUCT

Parent Code of Conduct

As a parent/guardian with a camper in CFCC programs, you MUST understand, agree, and adhere to all of the following. This Parent Code of Conduct is outlined on the CFCC Camper Registration Form, along with a signature of acceptance that is acknowledged and accepted at the time of registration.

1. Have read the respective program Parent Handbook, am aware of and understand all the policies detailed therein.
2. Newsletters, regarding each camp week's information and schedule, will be provided to me via email.
3. Behavior at CFCC locations, towards staff and other program participants will be consistent with decency, courtesy, and respect.
 - a. Swearing is deemed inappropriate at all CFCC locations and programs.
 - b. It is expected that all disagreements are resolved in a respectful manner, maintaining a calm and level volume.
 - c. Threatening behavior will not be tolerated. This includes verbal abuse of a child, addressing others' children with the intent to discipline or correct behavior, speaking to another parent about their child's behavior, and addressing CFCC or City of Gahanna Staff in a confrontational or aggressive manner.
4. Parents are to read the Camper Code of Conduct with their child(ren) and encourage their child(ren) to seek assistance from CFCC Staff if problems arise at camp (i.e. illness, arguments between campers, injury, etc.).
5. Campers can be dismissed or expelled from camp at the discretion of the Camp Director. Examples of offenses that may be grounds for immediate expulsion can be found in the respective Parent Handbook.
6. In the event that a camper needs to be picked up for emergency, illness, or behavioral reasons, it is up to the parent, once contacted, to arrange for pick-up of the child.
 - a. If a parent/guardian, person listed on the camper's Authorized Pick-up List, or another person designated by a parent/guardian for this specific instance does not sign out the child within 45mins of the initial contact, this will be treated as a "late pick up" and late fees will be charged accordingly.
 - b. While waiting for pick-up, if a camper cannot follow instructions of CFCC Staff to a degree in which he/she is disruptive to the rest of camp, or a danger to him/herself or others, they will be transported to an alternate location, most likely City Hall, to await pick-up there. The parent or guardian will be notified of this change in location via phone call. CFCC Staff can call in assistance from any other Parks and Recreation or City of Gahanna authorities, as deemed necessary.
 - c. If additional staff support and/or resources are used, due to late pick up, additional charges may apply to cover the extra costs.
7. Confidentiality is important to the safety of campers and their families. CFCC Staff are diligent in keeping your personal records confidential. Other campers noted in any communication to you will not be identified by name, even if the other camper is a sibling. We ask that you also respect the confidentiality of other campers and their families.

If any of the above items listed in the Parent Code of Conduct are not upheld, the parent/guardian's child(ren) or the parent/guardian him/herself may be suspended or expelled from CFCC programs. If the camper is suspended or expelled from CFCC programs, it will be without refund and may affect the ability for the camper to participate in CFCC programs in the future.

CFCC CAMPER CODE OF CONDUCT

Camper Code of Conduct

As a parent/guardian with a camper in CFCC programs, please read over the Camper Code of Conduct with your child(ren). All campers **MUST** understand, agree, and adhere to all of the following. This Camper Code of Conduct is outlined on the CFCC Camper Registration Form for reference, as well.

Please assist your child(ren) in reading and understanding this Camper Code of Conduct prior to enrollment/registration in CFCC programs.

As a camper I:

1. **Will follow camp's GROWTH values.**
 - a. **G: Give it your all**
 - i. I will give it my all by _____.
 - b. **R: Remember to be safe**
 - i. I will remember to be safe by _____.
 - c. **O: Own your experience**
 - i. I will own my experience by _____.
 - d. **W: Welcome new friends**
 - i. I will welcome new friends by _____.
 - e. **T: Treat others with respect**
 - i. Respect means _____.
 - ii. I can show respect by _____.
 - f. **H: HAVE FUN**
2. **Will listen to and follow camp rules.**
 - a. Some rules I can follow to keep camp safe and fun are: _____.
3. **Will tell counselors if something is wrong.**
 - a. Like _____, _____, and _____.
4. **Will be kind and respectful to ALL people at camp.**
 - a. I can do this by _____.
5. **Know that if I break the rules, there will be consequences for me actions.**
 - a. A **REMINDER** gives me a chance to _____ my behavior.
 - b. I should make better _____ after a **WARNING**.
 - c. A **TIME-OUT** gives me a chance to think about my _____ and try to change it.
 - d. If I have a **2nd TIME-OUT** during the day, CFCC Staff will call _____.
 - e. If I am in trouble again that day, I am **SENT HOME**.

As a camper, I will do my best to follow the GROWTH values, so that other campers and I can have fun and be safe at camp.

ADDITIONAL FEES & POLICIES

Administration Fee

There will be an additional \$30 administration fee charged per family, to register for CFCC summer programs. This fee will only be charged once per summer, per family.

Health History Forms Deadline and Fees

CFCC uses ePACT Network to collect camper health information and permission to participate in the camp program. Camper health profiles **MUST** be completed and submitted no less than seven (7) calendar days **PRIOR** to your camper starting his/her first camp session. If profiles are not completed by the deadline, additional fees will automatically be charged to the credit or debit card on file for the household. Starting at 8am the seventh day out, if all ePACT forms are not completed and submitted an additional charge of \$5 per day late fee will be issued. Campers **CANNOT** be dropped off at any CFCC program until all ePACT forms and required documents are completed and submitted.

Refund and Credit Policy

We understand that camp planning often occurs early in the year and family plans have the potential to change. We allow **one change in enrollment (session transfer or cancelation) per camper** at no additional cost. Changes must be requested at least 4 weeks in advance of the first date of the session in order to receive full credit for a transfer to another session or a refund **in the form of household credit**, which expire one year from the date issued. Cash refunds are not issued.

Additional customer requested cancellations and changes are subject to a \$25 administrative fee.

- This includes transferring from one week of camp to another.
- If changes to registration are made more than one time, multiple administrative fees will apply.

Changes within 4 weeks of the first date of the session will result in forfeiture of the session fee. **No credits or transfers will be issued for customer requested cancellations within 4 weeks of the start of the camp session.**

- This includes missing any portion of camp due to vacation, schedule conflict, or any non-emergency situation.

Refunds or credits for hardship and emergency situations must be requested by letter to the Department Director or designee.

- *Hardship situations* are defined as a job transfer of 25 miles or more away, a serious medical condition or a change in custody agreement. Requests must be accompanied by proof and should be presented within 2 weeks of first occurrence impacting camp attendance.
- *Emergency situations* are defined as severe illness, injury, or medical emergency that affects a camper's ability to fully participate in or enjoy camp programs and activities. Requests must be accompanied by proof and should be presented no more than one week after affecting camp attendance.

Installment Billing Option

What is installment billing?

Installment billing allows a household to pay for camp registrations in up to 4 installments, depending on date of registration. When choosing the installment billing option, the designated percentage of the total registration fees, is automatically debited from a credit card or checking account on pre-defined dates.

Below are the dates and percentages charged for each registration period:

- **February 29—March 31:** 25% due at time of registration; 25% on April 1; 25% on May 1; 25% on June 1
- **April 1—April 30:** 34% due at time of registration; 33% on May 1; 33% on June 1
- **May 1—May 31:** 50% due at time of registration; 50% on June 1

Installment Billing is not an option for any registrations on or after June 1

Can anyone use installment billing?

Installment billing is available for all Gahanna Summer Camp Experience camp options.

When can I register using installment billing?

You may register for installment billing between February 29 and May 31.

What type of payment will be accepted for installment billing?

Installment billing can be paid using credit card or debit card only.

What are the payment dates?

February 29, April 1, May 1, and June 1 – percentages charged and number of dates is dependent on the date of registration.